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19 September 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
19 September 1975

1. Annual Awards Ceremony: The Annual Awards Ceremony was held in the auditorium on Thursday, 18 September. Mr. Colby presented Certificates of Service to 40 employees who represented all of those eligible for 10, 15, 20 and 25 year certificates. The total number of employees who will receive these certificates is:

10 year  
15 year  
20 year  
25 year

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2. Government Recognition: Representatives from Visual Aids/OL have informed us that the new clerical brochure which has just been printed merits consideration in the field of graphics design. It is being entered in an exhibit of Government design which is sponsored by the Federal Design Council. The aim of the competition is to present unique design solutions which have been developed in response to the Government's need to communicate effectively with the public. The editor of the publication is Miss [redacted] OP. The designer is Miss [redacted] Visual Aids/OL.

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3. EOD Travel Expenses: Mr. [redacted] Chief of our Staff Personnel Division, and Mr. [redacted] of OER met with Civil Service Commission officials this week to present and discuss our request for approval of EOD travel benefits for economists. As a result of this meeting, we believe that GS-11 and above economists may be declared hard-to-get but that GS-07's will not. EOD travel for GS-09 economists is questionable. We expect to hear from the Commission in the near future.

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4. Combined Federal Campaign: During the week we were informed that Mr. Frank Zarb, the Federal Energy Administrator, has been named Chairman of the Combined Federal Campaign. In preparation for the campaign within

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the Agency, a pamphlet is being printed which combines information on the CFC with that of the Educational Aid Fund and the Public Service Aid Society. The campaign will be held in October and November 1975.

5. [REDACTED]

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Company has been sold to a group of employees. Deputy Chief, Central Processing Branch, has met with the new president of the corporation, who advised him that the Agency would continue to get the same service and there were no plans for any major changes in personnel or operations.

6. Skills Development: The Skills Development Session on the status of the Federal Women's Program was attended by 56 employees on Wednesday, 17 September.

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7. [REDACTED] Manpower Survey: A meeting was held on 16 September between representatives of our Position Management and Compensation Division and the Director of the [REDACTED] regarding the Manpower Survey scheduled to begin at [REDACTED] on 29 September.

8. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

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[REDACTED] -- Office of Logistics --  
Independent Contractor.

Coming Events:

1. LTG Walters, the DDCI, will address the members of the Agency Reserve units at 1745 on Monday, 22 September, in the auditorium.

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2. Mr. [REDACTED] O/DDA, will address the OP Staff Meeting group on the Privacy Act on 25 September.

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[REDACTED]  
F. W. M. Janney  
Director of Personnel

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